

DGAL-HRD

28 November 2008

Vacancy Notice n° e107/2008
External recruitment procedure¹

Position of Programme Officer (Grade A1/A2)

Directorate General IV, Education, Culture, Heritage, Youth and Sport
Position limited until 30 September 2009

Notice is hereby given of the above vacancy which will be filled by competition based on qualifications open to nationals of Council of Europe member states.

Job mission

Under the authority of the Director General of Education, Culture, Heritage, Youth and Sport, and as part of the team overseeing the anti-discrimination campaign, the position-holder will be responsible for a number of duties to help achieve the campaign objectives.

Activities

The position-holder performs all or a combination of the following duties:

- under Objective 2 of the Campaign “to facilitate the access of professionals with a minority background to all sectors of the media industry”:
 - assists in the development and co-ordination of all activities;
 - performs preparatory studies and research for the drafting of a European handbook of best practices in the field of promoting diversity in the media professions;
 - assists with the preparatory work for a study on the representation of minorities in the different media in the Council of Europe member states;
 - assists in the drafting of a “Charter of Diversity in the Media” with media operators;
- under Objective 3 of the Campaign “to encourage the media to communicate information on discrimination and on anti-discrimination mechanisms to the general public”:
 - establishes operational contacts with the different media with a view to their participation in the campaign, and, where appropriate, in becoming networked;
 - co-operates with the different media and the anti-discrimination national and international bodies to encourage them to disseminate the campaign messages and the standards and values of the Council of Europe;
- as part of the campaign in general:
 - facilitates and develops contacts with external partners concerning all the campaign objectives;
 - participates in setting up networks;
 - contributes to the content of the various campaign material (Intranet, Internet, newsletters, etc);
 - may perform other duties and activities within the campaign team.

Competencies

- **Vision on International Affairs:** sound knowledge of the international political, economic, social and cultural context.
- **Professional and technical competencies:**
 - qualifications and expertise: full university degree; at least four years of appropriate professional experience : relevant work experience with the media and their professionals; knowledge of the media sector acquired through trainings and projects organised with and for journalists and media professionals would be an advantage as a good understanding of ethnic and minority media in Europe;
 - ICT skills: ability to use standard ICT tools (Outlook, Word, Excel, PowerPoint);
 - managerial skills: project and process management;
- **Interpersonal skills:** service and client focus, ability to work in a team, ability to build relationships, ability to give advice,

¹ External recruitment procedure organised in accordance with Article 16 of the Regulations on Appointments.

negotiate and be diplomatic.

- **Communication and linguistic skills:** ability to communicate orally and in writing; very good knowledge of one of the two official languages (English or French) and good knowledge of the other; knowledge of other European languages would be an advantage; ability to express oneself, give presentations and draft clearly, concisely and convincingly in English and/or French.
- **Personal attitudes:** Initiative and responsibility, result orientation and sense of continuous improvement, concern for quality and efficiency, adaptability, self-control, organisational alignment.
- **Personal values:** integrity, loyalty and conscience, discretion, independence and confidence, respect for diversity.

The Organisation

The **Council of Europe** is a political organisation founded in 1949 in order to promote greater unity between its members. It now numbers 47 member States. The Organisation's main aims are to promote democracy, human rights and the rule of law, and to develop common responses to political, social, cultural and legal challenges in its member States. Since 1989 it has integrated most of the countries of Central and Eastern Europe and supported them in their efforts to implement and consolidate their reforms. The Council of Europe has its permanent headquarters in Strasbourg (France). By Statute, it has two constituent organs: the Committee of Ministers, composed of the member States' Ministers for Foreign Affairs, and the Parliamentary Assembly, comprising delegations from the national parliaments. The Congress of Local and Regional Authorities of Europe represents the entities of local and regional self-government within the member States. The European Court of Human Rights is the judicial body competent to adjudicate complaints brought against a state by individuals, associations or other contracting states on grounds of violation of the European Convention on Human Rights.

The Anti-Discrimination Campaign addresses the mounting problems of everyday discrimination against certain population groups, observed in many European countries in the context of growing cultural diversity.

Run in partnership with journalists and media from across the continent, the campaign supports the human rights principles and the intercultural dialogue agenda of the Council of Europe and other international institutions. Media can make a crucial contribution to raising awareness of discrimination and to fostering public debate leading to a better mutual understanding between different communities, notably by providing different groups in society with an opportunity to receive and impart information, to express themselves and to exchange ideas.

Applications

Applications must be made **in English or French** using the Council of Europe on-line application system. By connecting to our website <http://www.coe-recruitment.com> you can create and submit your on-line application. Applications must be submitted by **23 January 2009 (midnight French time)** at the latest.

Additional Information

The recruitment procedure consists of the following stages: preliminary selection, , if necessary job-related tests, and an interview.

Depending on the number of applicants, the Appointments Board reserves the right to raise the length of the required professional experience.

The successful candidate will be appointed on an initial fixed term contract, at grade grade A1 or A2, depending on the professional experience of the candidate. The first year of employment will constitute a probationary period. Provided the staff members' work is considered satisfactory, he/she may be offered contracts of fixed term duration. However, the total length of employment will not exceed five years. **The staff member so recruited shall not be eligible for any subsequent internal competition, promotion or transfer to a post, nor for secondment.** The compulsory retirement age is 65.

For the moment, this position is limited until **30 September 2009**, and may be prolonged.

Following this competition, a list of eligible candidates for posts or positions with identical duties and qualification requirements may be drawn up. This list will be valid for two years with the possibility of extending it to a maximum of four years.

Details on conditions of employment including salaries, allowances, pension scheme and social insurance can be consulted on our [recruitment website](#).

Under its equal opportunities policy, the Council of Europe is aiming to achieve parity in the number of women and men employed in each category and grade. In the event of equal merit, preference will therefore be given to the applicant belonging to the under-represented sex (male candidates in the present case).

